



# MAYOR & COUNCIL COMMUNICATION

**DATE:** April 15, 2014  
**OLD BUSINESS**  
**ITEM #** 7

**AGENDA ITEM:** 2014 Seal Coat Project – Resolution No. 2014-20 Approving Plans and Specifications and Ordering Advertisement for Bids

**SUBMITTED BY:** Ryan Stempiski, Assistant City Engineer  
Cathy Bendel, Finance Director

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Mike Bouthilet, Public Works  
Cathy Bendel, Finance Director  
Finance Committee

**SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):**

- Questions from Council to Staff ..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Engineering/Finance

**FISCAL IMPACT:** Up to \$53,000 in 2014; \$25,650 if approved to utilize 2013 savings

The total estimated project cost for the 2014 Seal Coat Project is \$213,000. The project will be paid through the General Fund (Fund No. 101). Approval of this resolution does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contact to complete the work.

The annual Seal Coat budget is \$160,000 for 2014. As reported on February 18, 2014, the 2013 seal coat project came in under budget by \$27,350 and those funds remain in the undesignated fund balance. If approved to utilize these excess funds, the additional funding needed is estimated at \$25,650.

If approved, the 2015 Seal Coat Project will be adjusted as needed to come in under budget by the final additional funding amount needed for 2014.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving, Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project. If removed from the consent agenda, the recommended motion for this action is as follows:

***“Move to approve Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project.”***

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

In accordance with the annual street maintenance program, the City Council ordered, on February 18, 2014, the preparation of plans and specifications for the 2014 Seal Coat Project. In addition, the City Council approved a Joint Service Agreement with West Lakeland Township and a Joint Service Agreement with Baytown Township as part of a shared services arrangement to pursue this work in a more cost effective manner. Through a shared services arrangement, the fixed costs for the design, obtaining bids, and administering construction is shared between each community, thereby lowering the overall costs. In addition, by combining the City and Township projects together, staff hopes to promote a more competitive bid environment that may result in a reduced unit price to lower each community’s respective construction costs.

The combined project includes the plans and specifications to seal coat approximately 8 miles of streets in Lake Elmo (see attached Project Location Map), 2 miles of streets in West Lakeland Township and 1.7 miles of streets in Baytown Township. A project schedule is attached. With the approval of Plans and Specifications, the bids would be presented to council for award at the May 20, 2014 council meeting. The work is scheduled to be substantially complete by July 18, 2014 and has a final completion date of August 22, 2014.

West Lakeland and Baytown will reimburse Lake Elmo for the portion of the work completed on their Township roads in accordance with the project Joint Service Agreements. Each Township will also be reimbursing the City \$3,000 for the administration and engineering services associated with the project, and they will be directly responsible for the construction oversight for the work completed on their respective roadways.

In 2013, the City completed a crack seal project for these city street segments in preparation of this year’s seal coat application. The 2014 Seal Coat Project now provides the design documents for seal coating these same street segments to complete the maintenance process.

**RECOMMENDATION:**

Staff is recommending that the City Council consider approving, Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project.

The recommended motion for this action is as follows:

***“Move to approve Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project.”***

**ATTACHMENT(S):**

1. Resolution No. 2014-20
2. 2014 Seal Coat Project Location Map
3. Project Schedule